

Article I. Purpose. Pursuant to RSA 41:9 this policy is intended to guide the handling of town receipts and provide fiscal controls that will safeguard both the town and its employees.

Article II. Application. This policy applies to all town employees, town officials, seasonal employees, volunteers or anyone handling receipts generated from functions, programs, fund raisers, general revenue or, any manner in which receipts are acquired to which the town of Barrington is entitled.

Article III. Guidelines.

Section 3.01 The Town Clerk's office auto permit receipts are governed by the rules in RSA 261:165. Whenever the clerk has in excess of \$1,500, whether cash, check or other form, all that is on hand in excess of \$300 must be deposited on a daily basis. The \$300 allowance is for money for each of the three stations to make change at the start of the following day. If receipts are received on a holiday or generated on a weekend, deposits must be made on the next available business day. When receipts are less than \$1500, a deposit may be deferred until the receipts total more than \$1500, but in no instance may more than one workweek lapse before a deposit is made.

Section 3.02 The Tax Collector's office receipts are governed by the rules in RSA 41:35. Whenever the Tax Collector's office has in excess of \$1,500, whether cash, check or other form, all that is on hand in excess of \$200 must be deposited on a daily basis. The \$200 allowance is for money for making change at the start of the following day. If receipts are received on a holiday or generated on a weekend, deposits must be made on the next available business day. When receipts are less than \$1500, a deposit may be deferred until the receipts total more than \$1500, but in no instance may more than one workweek lapse before a deposit is made.

Section 3.03 The rules for all the remaining town departments are set under RSA 41:9, especially section VIII. Whenever a department has received in excess of \$500 before the close of the regular office hours, whether cash, check or other form, all that is on hand in excess of \$50 (\$100 for Recreation) must be deposited on a daily basis. The allowance is for money for making change. If receipts are received on a holiday, after regular hours, or generated on a weekend, deposits must be made on the next available business day. When receipts are less than \$500, a deposit may be deferred until the receipts total more than \$500, but in no instance may more than one workweek lapse before a deposit is made.

Section 3.04 Receipts must be properly secured at all times and locked in a town safe at the close of each business day. Under no circumstance shall any individual remove receipts from town offices or from the safe except for the purpose of counting, recording or depositing these receipts as described above. No funds shall be taken home. Consideration will be given to have the police department accompany an employee making a large deposit.

Article IV. Penalty. The Town will pursue to the full extent of the law any violation of this policy and in the case of a town employee or official, disciplinary action may be taken up to and including immediate termination.

Adopted this date_ February 18, 2013_____

Board of Selectmen

----- Michael Clark ----- Dawn Hatch
----- Keith Pratt ----- Susan Gaudiello
----- Dennis Malloy

To be signed by all those who handle receipts: I have read this policy and been given the opportunity to ask questions about it.

_____ date:_____

Employee name _____